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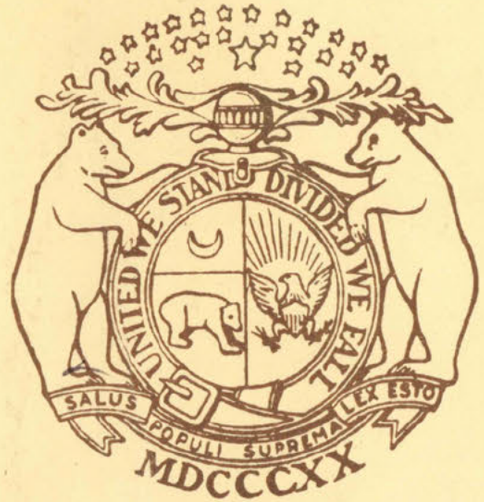
PRIORITY BUDGET AND PROGRAM MANUAL

Fiscal Year 1978



State of Missouri

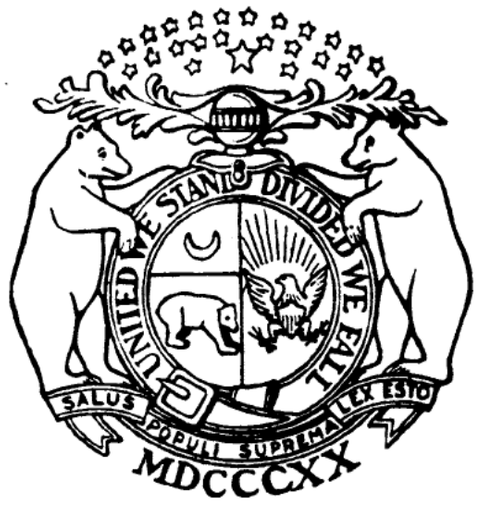
CHRISTOPHER S. BOND

Governor

Mo Gov T. 978

PRIORITY BUDGET AND PROGRAM MANUAL

Fiscal Year 1978



State of Missouri

CHRISTOPHER S. BOND

Governor

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GENERAL INSTRUCTIONS FOR BUDGET PREPARATION

I. Budget transmittal letters: Department Directors are requested to submit a budget transmittal letter with their budget requests. The letter should discuss highlights of the budget request and identify any unique budget problems which may be facing the department. Savings achieved through departmental consolidation or reorganization and other management improvements should be highlighted.

The letter should include a summary of major programs or projects presently receiving federal funding scheduled to expire or to be significantly reduced during FY 1978 or FY 1979. Will the program be curtailed or will alternative sources of funding be explored? What are the alternative sources?

The FY 1978 budgetary impact of legislation passed by the 78th General Assembly should be thoroughly discussed in the letter. A copy of the legislation should be included with the budget transmittal letter.

II. Organization Chart: An organization chart prepared in sufficient detail to show all units within the agency must accompany the budget.

III. Budget Terms: Correct completion of the budget forms is dependent on an understanding of two terms used in the manual, Minimum and Base Budget FY 1978.

A. The Minimum Budget is defined as follows:

1. For personal service the minimum budget equals the June rate 1977.

2. For operation the minimum budget equals the FY 1977 appropriation less program savings or decreases.

3. For equipment purchase and repair the minimum budget consists of those repair and replacement costs needed to continue the current level of service.

NOTE: Before a department includes an emergency or supplemental budget request for fiscal year 1977 in the minimum budget for fiscal year 1978, the department must obtain approval from the Division of Budget and Planning.

B. The Base Budget for FY 1978 consists of the minimum budget plus those salary and inflationary increases recommended by the Governor. Salary and inflationary increases (which will be sent to all agencies at a later date) in excess of those recommended by the Governor must be separately costed and justified as priority item requests.

IV. Other Instructions:

A. Due Date: A rough pencil draft of the budgets of all departments should be available for examination by the budget analysts by September 15. Budget requests, along with supporting data, will be submitted to the Division of Budget and Planning by all state agencies no later than October 1, 1977, (RSMo 1969, Chapter 33.220).

B. Number of Copies: The original and three copies of all forms will be submitted to the Division of Budget and Planning. In addition, two copies of Forms 13 - 18 will be submitted to the Division of Design and Construction. Colored type will not be accepted.

C. Figures in Dollars: Money amounts should be rounded off to the nearest dollar.

D. Changes in Budget Requests: Any changes which might arise in an agency's budget request after submission must be made known immediately to the Division of Budget and Planning in writing with complete supporting data justifying the requested changes.

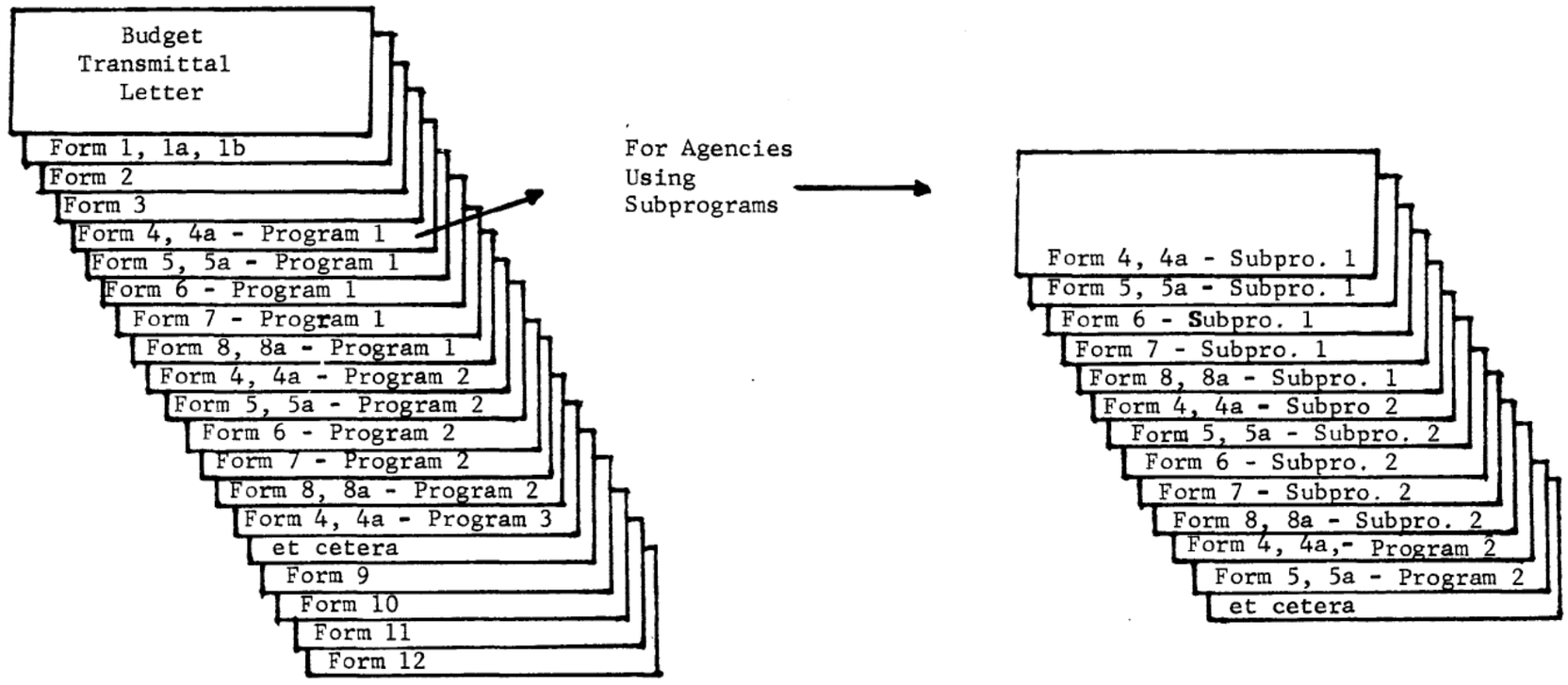
E. Page Numbering: Agencies should enter page numbers in the space provided on each form.

F. Unless otherwise indicated, all references to years are to fiscal years ending June 30.

READ THE ENTIRE BUDGET MANUAL BEFORE BEGINNING BUDGET PREPARATION!

BUDGET ORGANIZATION

Budget forms and documentation for the agency request should be submitted in the order illustrated below:



INSTRUCTIONS FOR COMPLETION OF PROGRAM, OBJECT OF EXPENDITURE, FUND SUMMARY - FORM 1, 1a, 1b

1. Budget Form 1 provides a comprehensive program, object of expenditure, and fund summary of the total departmental operating budget request, excluding capital improvements and grants or refunds made by the department. This form is the last to be completed by the department since information on it is compiled directly from Form 5. It is suggested, however, that an initial step in budget preparation should be to fill in just the names of programs and sub-programs of the program structure as they will appear in the final budget submission.

   Three variations of Form 1 (Form 1, 1a, 1b) are provided for departmental use. Form 1 will be adequate for agencies having a fairly small program structure and a limited number of funds. Form 1a and 1b may be used in combination for agencies having a large number of programs and multiple funding sources.

2. Totals shown on Budget Forms 1, 1a & 1b for the Program Summary, Object of Expenditure Summary, and Fund Summary must be identical.

3. The number of full-time equivalent employees (FTE) should be indicated on the Form 1 or Form 1a and 1b as follows: (1) Program Summary: Enter total FTE by program; (2) Object of Expenditure Summary: Enter total FTE for agency by fund.
4. Program codes refer to any program numbering system developed by the agency to facilitate program identification and budget organization.

Office of Administration Use Only
Bill Section No. _____

PROGRAM, OBJECT OF EXPENDITURE, FUND SUMMARY
FORM 1

Department	Unit	Submitted by (Name and Title)

PROGRAM SUMMARY

Codes	EXPENDITURE FY 1975	FTE	EXPENDITURE FY 1976	FTE	PLANNED EXPENDITURE FY 1977	FTE	REQUEST FY 1978	FTE	GOVERNOR RECOMMENDS	FTE
TOTAL										

OBJECT OF EXPENDITURE SUMMARY

PERSONAL SERVICE	General Revenue										
	Federal										
	Other (specify)										
TOTAL PERSONAL SERVICE											
EQUIPMENT PURCHASE AND REPAIR	General Revenue										
	Federal										
	Other (specify)										
TOTAL EQUIPMENT PURCHASE AND REPAIR											
OPERATION	General Revenue										
	Federal										
	Other (specify)										
TOTAL OPERATION											
GRAND TOTAL											

SOURCE OF FUND SUMMARY

General Revenue					
Federal					
Other (specify)					
TOTAL					

PROGRAM, OBJECT OF EXPENDITURE, FUND SUMMARY
FORM 1a

Office of Administration Use Only
Bill Section No. _____

Department	Unit	Submitted by (Name and Title)
Department of Natural Resources		

PROGRAM SUMMARY

Codes	EXPENDITURE FY 1975	FTE	EXPENDITURE FY 1976	FTE	PLANNED EXPENDITURE FY 1977	FTE	REQUEST FY 1978	FTE	GOVERNOR RECOMMENDS	FTE
Departmental Administrative Services	-0-		158,419	15	160,419	15	174,832	15		
Division of Planning and Policy Development	-0-		195,907	23	204,907	23	201,160	23		
Division of Research and Technical Information										
Administration and General Support	-0-		27,149	3	29,149	3	31,772	3		
Geological Survey and Water Resources										
Administration and General Support	257,810	21	-0-	0	-0-		-0-			
Areal Geology and Stratigraphy	73,745	6	72,082	5	66,059	5	72,004	7		
Subsurface Geology - Oil and Gas	88,888	10	85,157	9	82,512	9	89,938	9		
Water Resources Data and Research	153,591	5	158,331	4	160,030	4	174,432	4		
Applied Engineering and Urban Geology	49,885	4	56,855	6	73,167	6	79,752	7		
Mineral Resources Data and Research	80,022	6	79,049	6	89,051	6	97,065	6		
Land Survey	140,619	8	309,939	14	233,068	11	254,044	11		
Soil and Water Districts	307,043	4	363,480	5	354,807	3	386,739	2		
Division of Environmental Quality										
Administration and General Support	-0-		25,760	2	26,860	2	29,277	2		
Inspection	-0-		580,221	34	585,338	34	638,018	38		
Enforcement	-0-		205,636	14	208,736	14	227,522	16		
Air Quality										
Administration and General Support	147,757	9	-0-	0	-0-		-0-			
Survey and Studies	117,682	6	103,294	7	121,337	7	132,300	6		
Enforcement	101,985	9	-0-	0	-0-		-0-			
Water Quality										
Administration and General Support	200,149	17	-0-	0	-0-		-0-			
Enforcement	36,551	2	-0-	0	-0-		-0-			
Field Activities	122,528	10	-0-	0	-0-		-0-			
Water Quality Management	25,360	2	54,018	5	91,193	8	99,400	8		
Industrial Waste and Permits	27,430	3	89,612	8	144,216	14	157,195	15		
Laboratory Services	166,805	5	231,678	9	242,570	9	264,401	9		
Municipal Waste	78,010	6	90,434	6	127,035	9	138,468	9		
Water Supply	299,010	26	304,357	26	321,907	26	396,763	28		
TOTAL										

PROGRAM, OBJECT OF EXPENDITURE, FUND SUMMARY
FORM 1a

Office of Administration Use Only
Bill Section No. _____

Department	Unit	Submitted by (Name and Title)
Department of Natural Resources		

PROGRAM SUMMARY

Codes	EXPENDITURE FY 1975	FTE	EXPENDITURE FY 1976	FTE	PLANNED EXPENDITURE FY 1977	FTE	REQUEST FY 1978	FTE	GOVERNOR RECOMMENDS	FTE
Water Resources Planning	88,343	6	-0-	0	-0-		-0-			
Solid Waste Management	122,419	13	147,159	13	155,278	13	169,253	12		
Land Reclamation	31,353	2	43,938	3	53,349	3	58,150	3		
Division of Parks and Recreation										
Administration and General Support	-0-		20,895	2	21,898	2	23,868	2		
Parks										
Administration and General Support	359,233	32	-0-	0	-0-		-0-			
Parks Operation	1,594,615	253	1,627,758	203	1,886,583	212	2,056,375	215		
Historical	142,939	18	190,600	22	326,576	35	355,967	35		
Outdoor Recreation	59,789	5	70,440	7	17,552	2	19,131	2		
TOTAL	4,873,561	488	5,292,168	451	5,783,597	475	6,327,826	487		

PROGRAM, OBJECT OF EXPENDITURE, FUND SUMMARY
FORM 1b

Office of Administration Use Only
Bill Section No. _____

Department	Unit	Submitted by (Name and Title)
Department of Natural Resources		

		EXPENDITURE FY 1975	FTE	EXPENDITURE FY 1976	FTE	PLANNED EXPENDITURE FY 1977	FTE	REQUEST FY 1978	FTE	GOVERNOR RECOMMENDS	FTE
PERSONAL SERVICES	General Revenue	2,483,534	355	2,795,720	325	2,936,900	358	3,131,823	354		
	Federal	838,450	127	826,712	120	957,583	110	1,204,643	116		
	Other (specify) Clean Water Comm. Fund	65,000	4	73,200	4	87,500	5	120,000	14		
	Land Reclamation Comm. Fund	30,100	2	32,936	2	35,800	2	40,100	3		
TOTAL PERSONAL SERVICE		3,417,084	488	3,728,568	451	4,017,783	475	4,496,566	487		
EQUIPMENT PURCHASE AND REPAIR	General Revenue	471,399		563,391		669,633		673,612			
	Federal	87,400		84,180		94,050		94,050			
	Other (specify)										
TOTAL EQUIPMENT PURCHASE AND REPAIR		558,799		647,571		763,683		767,662			
OPERATION	General Revenue	821,503		831,039		913,766		952,793			
	Federal	47,675		50,490		53,865		65,305			
	Other (specify) Clean Water Comm. Fund	28,500		34,500		34,500		45,500			
TOTAL OPERATION		897,678		916,029		1,002,131		1,063,598			
GRAND TOTAL		4,873,561		5,292,168		5,783,597		6,327,826			

SOURCE OF FUND SUMMARY

General Revenue	3,776,436	4,190,150	4,520,299	4,758,228	
Federal	973,525	961,382	1,105,498	1,363,998	
Other (specify) Clean Water Commission Fund	93,500	107,700	122,000	165,500	
Land Reclamation Commission Fund	30,100	32,936	35,800	40,100	
8					
TOTAL	4,873,561	5,292,168	5,783,597	6,327,826	

INSTRUCTIONS FOR COMPLETION OF DEPARTMENTAL PRIORITY ITEM REQUEST SUMMARY - FORM 2

The purpose of Form 2 is to afford department directors the opportunity of providing the Governor and the legislature with a comprehensive ranking of budget priority items (see pages 16 and 32, for a definition of priority items). Form 2 is designed so that a department director may skip from one division to another in ranking requests. For example, the Director of Social Services may wish to alternate among the Divisions of Family Services, Veterans Affairs, Health and Corrections in the preparation of his priority overview.

1. Priority Item Number: This is the numeric ranking of the priority item within the departmental requests.

2. Unit/Program/Priority Item Names: This is simply the brief identification of each priority within the department.

3. Budget Page Number: This refers to the page number of the Form 4a (Program Priority Items) where the priority is described in detail and justified.

4. Priority Cost: This is the total cost of the priority. Indicate the fund source for each priority.

DEPARTMENTAL PRIORITY ITEM REQUEST SUMMARY

FORM 2

Office of Administration Use Only
Bill Section No. _____

Department	Submitted by (Name and Title)
Department of Natural Resources	

Priority Item Number	UNIT/PROGRAM/PRIORITY ITEMS	Budget Page No.	Priority Cost by Source of Funds		Governor Recommends
1	Division of Parks and Recreation/Parks Operations/Opening of Capps State Park	110	General Revenue	150,000	
2	Division of Environmental Quality/Water Supply/Training Program	89	General Revenue	20,489	
3	Division of Environment Quality/Water Quality/Water Supply/Hazardous Trace Substance Detection	41	General Revenue	37,900	
4	Division of Parks and Recreation/Outdoor Recreation/Recreation Planning	128	Federal	16,835	
	TOTAL PRIORITIES			225,224	
			General Revenue	(208,389)	
			Federal	(16,835)	

INSTRUCTIONS FOR COMPLETION OF PERSONAL SERVICE SUMMARY - FORM 3

The Personal Service Summary provides a consolidated summary of proposed changes for Personal Service expenditures of the department.

1. The "Total" for "Planned Expenditure FY 1977" and "Request Total FY 1978" must be the same as Personal Service totals shown on Budget Form 1

2. Data presented on the form should be aggregated to the program level within the unit or division.

3. Data to complete the columns under "Base Budget FY 1977" will be obtained from Personal Service Detail Form 6.

4. The total personal service costs for all priority items should be entered in the "Priority Items" column.

PERSONAL SERVICE SUMMARY
FORM 3

Page _____

Department
Department of Natural Resources

Office of Administration Use Only
Bill Section No. _____

UNIT/PROGRAM TITLES	PLANNED EXPENDITURE FY 1977	FY 1978 PERSONAL SERVICE CHANGE ANALYSIS						REQUEST TOTAL FY 1978		GOVERNOR RECOMMENDS	
		BASE BUDGET FY 1978									
		Minimum FY 1978	FTE	Cost of Living	1% Merit	Priority Items	FTE		FTE		FTE
Departmental Administrative Services	149,868	149,868	15	8,096	1,498			159,462	15		
Div. of Planning & Policy Development	187,014	187,014	23	11,130	1,870			200,014	23		
Div. of Research & Technical Information	553,617	553,617	47	27,889	5,536	33,983	2	621,025	49		
Div. of Environmental Quality	1,485,080	1,485,080	139	77,912	14,850	129,639	7	1,707,481	146		
Div. of Parks and Recreation	1,642,204	1,642,204	251	109,506	16,422	40,452	3	1,808,584	254		
TOTAL	4,017,783	4,017,783	475	234,533	40,176	204,074	12	4,496,566	487		

SOURCE OF FUND SUMMARY

General Revenue	2,936,900	2,936,900	360	50,873	22,976	121,074	6	3,131,823	366		
Federal	957,583	957,583	110	162,060	10,000	75,000	5	1,204,643	115		
Other (specify) Clean Water Commission Fund	87,500	87,500	5	18,500	6,000	8,000	1	120,000	6		
Land Reclamation Commission Fund	35,800	35,800		3,100	1,200			40,100			
TOTAL	4,017,783	4,017,783	475	234,533	40,176	204,074	12	4,496,566	487		

GOVERNOR RECOMMENDS

General Revenue							
Federal							
Other (specify)							
TOTAL							

INSTRUCTIONS FOR COMPLETION OF PROGRAM ANALYSIS - FORM 4 AND 4a

DEPARTMENTAL PROGRAM STRUCTURE: A good budget presentation and justification greatly depends on a well defined and clearly organized program structure. The typical departmental program structure is composed of one or more programs, subprograms, and cost centers.

A program should answer the question of what service an agency provides and for whom the service is performed. The program should be defined so that it clearly relates operational costs to the particular service provided. In order that the functions of a department are fully explained and the costs of those services are identified, program structures for large or complex departments should be specified to the program or subprogram level. Cost centers which make up these programs or subprograms need not be identified in the detail sheets but should be outlined in a department's internal budget to ensure that responsibility for costs is assigned to the proper organizational unit. Program analysis Forms 4, 4a, and 5, as well as the Personal Service Form 6, Equipment Purchase Form 7, and Operation Detail Form 8 provide for presentation of budget requests at either the program or sub-program level of the program structure.

Every attempt should be made to allocate administrative or support costs to the programs that they serve. When this is not possible, such costs should be shown in a separate program such as "administration" or "general support".

Once the program structure is determined, a Form 4, and if necessary, a 4a will be prepared for each program or subprogram. The following instructions explain the information needed on the forms:

I. Program Statement: The program statement should include the following information:

a) The problem to be solved; the need for the program. The size or scope of the problem should be statistically defined either in terms of individuals or items requiring service or in terms of some other appropriate and meaningful indicator of the magnitude of the program problem.

b) The objectives of the program with respect to this problem. This explanation should specify the results or accomplishments the program will achieve as it is presently constituted and how these accomplishments will help solve the problem described in (a) above.

c) The method (s) used to accomplish the objectives -- a description of how the activities involved in the program will achieve the objectives and solve the problems mentioned previously. Agencies should present enough detail (continued on separate pages, if necessary) to develop a clear definition and understanding of the program.

II. 1. Measures of Program Service: Measures of program service or performance explain the success of the program in fulfilling its purpose or need. Under this heading agencies should list the items that best illustrate the accomplishment of program objectives.

The diversity of state programs requires that individual measures of service or performance be developed by a department for each of its programs or sub-programs. This diversity also results in a considerable range of difficulty in identifying meaningful measures. For example, a simple licensing activity of a professional trade group will probably be easier to develop service measures for than the parole program in the Department of Social Services. Following are three suggestions for identifying measures of service:

(a) Effectiveness Measures: As the department develops a management by objectives program it should identify measures to relate results of achievement to the stated program objectives. Effectiveness measures attempt to answer the question "How well is the program succeeding in attaining its objectives?" An effectiveness measure of a mental health center may be to increase by X percent the number of patients cured of the total treated. A highway safety program might measure effectiveness as the percentage reduction in accidents from one reporting period to the next.

(b) Program Benefit Measures: Benefit measures attempt to assess the value of a program to society as a whole or to specific groups within it. For example, the benefit of vocational education could be partially measured in terms of those students finding and retaining jobs as a result of their training. Economic benefits should be identified for those individuals involved in Department of Social Services income maintenance programs.

(c) Measures of Volume of Service: These are simply measures of quantity instead of quality of service. An example would be total number of patients treated, miles of highway paved, degrees granted, acres of forest planted, etc. These measures are certainly valuable in that they indicate the size and scope of the program, and if one assumes the service is worth providing, the program financial need can often be demonstrated through unit costing of service.

Of the above three suggestions, the measures of effectiveness and program benefit will probably be the most meaningful for the agency to use in discussions of program financing with the Division of Budget and Planning, the Governor, and the General Assembly.

2. Cost Explanation: Following each measure of service, agencies should provide a brief explanation of its relationship to base budget FY 1978 program cost, as well as an explanation of how the service measure relates to the program objectives. For example, program costs can be explained by normal workload per employee, and can be related to the quantity of a given measure of service to estimate the number of employees required to maintain that level of service.

3. Service Quantity/Cost Data: Statistical quantities of each measure of service listed, along with associated costs, should be shown for the fiscal years listed. Agencies should use actual information for fiscal years 1975 and 1976, estimates based on the planned expenditure for FY 1977, and estimates assuming the base budget for FY 1978. Where units of service can be accurately costed, indicate the cost after the quantity of service. Do not derive unit costs by dividing more than one measure of service into a cost center.

   NOTE: Departments may have unique budgetary needs or problems which are not readily reflected in the data requested on Form 4. The Form 4 is intended to provide the minimum data for budget justification. Agencies are encouraged to provide the Division of Budget and Planning with additional charts, graphs, and other illustrative or narrative material providing information on objectives, measures of program service, cost explanation for base budget FY 1978, and service and cost data.

PROGRAM PRIORITY ITEMS - FORM 4a

In the event a department contends that the FY 1978 base budget will be inadequate, requests for additional funds over the base budget should be formulated into "priority packages" which will provide the basis for budgetary decision making. For example, a priority item might be a request to lower the ratio of caseworkers to clients in the probation and parole program. The priority item would be the package of costs consisting of salaries of new caseworkers and the operation and equipment expenses needed to support them. In higher education a request to establish a new degree program such as a school of nursing could constitute a priority package. Salaries and all other expenditures related to the school would constitute the priority item. Agencies should consolidate all related costs (Personal Service, Equipment, and Operation) into single priority items which can be presented in a logical fashion to the Governor and the legislature for review purposes. Priority items should be given a short two or three word name and priority number for identification purposes when completing the budget forms. The following instructions apply to the completion of Form 4a:

1. Priority Item Number: This is simply the number ranking of the program priority.

2. Priority Item Name: Use a short name to identify the priority item.

3. Measures of Service: It is assumed that in virtually all instances the recommendation for funding a priority item by the Governor to the General Assembly will be justified by a significant change in measures of service over the base budget FY 1978. Agencies should, therefore, identify measures of service associated with the priority item. When the priority item involves expansion or improvement of activity included in the base budget, the measures of service should correspond to those listed on the Form 4. For each measure of service identified, data representing anticipated changes in the measure should be provided. If a priority item is to be recommended by the Governor to the General Assembly, it must be accompanied by a realistic estimate of improvement in either quality or quantity of program service. Vague or fanciful estimates of program service increases will be rejected as being impossible to justify.

4. Cost Explanation for Priority: Each measure of service for a priority item should be followed by a brief explanation of how the cost of the priority is related to improvements in the quality or quantity of service.

5. Priority Costs: Enter the costs of the program priority and indicate source of funds.

PROGRAM ANALYSIS FORM 4

Page _____

Codes

Dept.: Dept. of Natural Resources	Program: Water Quality
Unit: Div. of Environmental Quality	Sub-Program: Water Supply

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Bill Section No. _____

I. Program Statement:

a. Problem: In Missouri there are 1,100 public water supply systems serving 90% of the population, or 4.3 million citizens. The Department of Natural Resources is charged with the responsibility of insuring that all of these water supply systems meet water quality standards established by the Department.

b. Objective: The objective of the water supply program is to insure that purity of water supplies will prevent water-transmitted illnesses in the population. A specific objective is to insure that water supplies always pass inspection.

c. Methods: In order to inspect the 1,100 water supplies quarterly 4,400 separate on site inspections must be made per year. The program employs twenty-eight sanitary engineers and supervisory and clerical staff to perform this function. The program insures proper construction of either new or expanded water supply systems by requiring approval of all new construction plans.

II. 1. Measures of Program Service:
2. Cost Explanation for Base Budget FY 1978:
3. Service Quantity/Cost Data

Measures of Service	FY 1975	FY 1976	FY 1977	FY 1978
1. Water supplies tested quarterly	1,015	1,056	1,085	1,100
2. Citizens protected from impure water/cost per protected citizen	4.2 mil./6.95¢	4.2 mil./7.78¢	4.25 mil./7.57¢	4.3 mil./7.86¢
3. Water supply construction plans approved	15	41	29	15
4. Operator training seminars	5	5	5	5*

Cost Explanation for Base Budget FY 1978:
The primary cost of this program centers around performance of quarterly and special inspections of the 1,100 water supplies; eighteen engineers are assigned full-time to this function. The vast differences in size of water systems results in greatly different inspection time requirements. Some concept of the workload of each inspector can be obtained by realizing that 18 inspectors conducting 4,400 annual inspections results in an average annual inspection load of 244.

*priority 1 will increase to 15.

PROGRAM PRIORITY ITEMS

FORM 4a

Page _____

Codes

Dept.: Dept. of Natural Resources

Unit: Div. of Environmental Quality

Program: Water Quality

Sub-Program: Water Supply

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Bill Section No. _____

1. Priority Item Number	2. Priority Item Name	3. Measure of Service 4. Cost Explanation for Priority	5. Priority Costs
1	Training Program	Measure of Service The water supply systems in Missouri employ approximately 200 operators who have not had formal training in plant operation. One additional water works training supervisor would be assigned full time to conducting training seminars. During FY 1978 it is estimated that 10 additional training seminars could provide training for 200 operators. Cost Explanation for Priority The total priority cost including the training supervisor @ $16,093 and expenses and equipment cost will total $20,489. This will result in a cost per individual trained of $102. ($20,489 ÷ 200 = $102). This cost is highly competitive with the alternative training possibility of sending operators to an out-of-state training course at $500 per month.	General Revenue - $20,489
2	Hazardous Trace Substance Detection	Measure of Service The recent increase in potentially hazardous trace substances detected in several city water supplies has dramatized the need for a chemist to check the origin and analyze the nature of such substances. Based on initial surveys it would appear that the drinking water of approximately 550,000 people may be involved. Employment of a chemist will allow continuous checks for trace substances to be made. Cost Explanation for Priority The addition of a chemist will allow the water supply program to provide protection to 550,000 citizens against dangerous trace substances at a cost of approximately 6.9 cents per individual.	General Revenue - $37,900
18			

INSTRUCTIONS FOR COMPLETION OF PROGRAM FINANCIAL ANALYSIS FORM 5 & 5a

The Form 5 supports Forms 4 and 4a by providing a program financial summary by object of expenditure, source of fund, and priority item number. The data for completion of the form comes directly from the personal service, equipment and operation detail forms - 6, 7, and 8.

The following comments explain the information requirements of the form.

1. Expenditure FY 1976, Planned Expenditure FY 1977: Enter the program total by object of expenditure and source of funds in the columns.

2. Base Budget FY 1978: The Base Budget for 1978 will consist of the Minimum Budget as defined on page 1 plus salary and inflationary increases requested by the agency in accordance with the Governor's guidelines.

3. Priority Items: The Form 5 provides for up to three priorities for each program. In the event the department has additional priorities, they should be shown on the Form 5a. Type a short or abbreviated priority item name at the top of each column.

4. The figures on Form 5 must cross check vertically and horizontally. The Base Budget plus priorities must equal the request.

5. Number employees F.T.E.: Enter the number of full time equivalent employees in the spaces provided including any employees that might be needed as a result of priority item requests.

Dept.: Dept. of Natural Resources
Unit: Division of Environmental Quality
Program: Water Quality
Sub-Program: Water Supply

Page _____

PROGRAM FINANCIAL ANALYSIS FORM 5

Office of Administration Use Only
Bill Section No. _____

		EXPENDITURE FY 1976	PLANNED EXP. FY 1977	BASE BUDGET FY 1978 Minimum	BASE BUDGET FY 1978 Salary and Inf.	Priority Item 1 (Name) Training Program	Priority Item 2 Hazardous Trace Substance Detection	Priority Item 3	REQUEST FY 1978	GOVERNOR RECOMMENDS
Personal Service	General Revenue	172,316	188,654	188,654	17,786	16,093	20,000		242,533	
	Federal	100,000	100,000	100,000					100,000	
	Other (Specify)									
Total Personal Service		272,316	288,654	288,654	17,786	16,093	20,000		342,533	
Equipment Purchase	General Revenue	4,000	4,780	3,129		2,246	9,300		14,675	
	Federal			2,000					2,000	
	Other (Specify)									
Total Equipment Purchase		4,000	4,780	5,129		2,246	9,300		16,675	
Operation	General Revenue	19,085	19,517	19,517	1,218	2,150	8,600		31,485	
	Federal	8,956	8,956	8,956					8,956	
	Other (Specify)									
Total Operation		28,041	28,473	28,473	1,218	2,150	8,600		40,441	
GRAND TOTAL		304,357	321,907	322,256	19,004	20,489	37,900		399,649	
Fund Source	General Revenue	195,401	212,951	211,300	19,004	20,489	37,900		288,693	
	Federal	108,956	108,956	110,956					110,956	
	Other (Specify)									
No. Employees FTE		26	26	26		1	1		28	

GOVERNOR RECOMMENDS

Personal Service	General Revenue					
	Federal					
	Other (Specify)					
Total Personal Service						
Equipment Purchase	General Revenue					
	Federal					
	Other (Specify)					
Total Equipment Purchase						
Operation	General Revenue					
	Federal					
	Other (Specify)					
Total Operation						
GRAND TOTAL						
	General Revenue					
	Federal					
	Other (Specify)					
No. Employees FTE						

PROGRAM FINANCIAL ANALYSIS FORM 5a

Page _____

Dept.:
Unit:

Program:
Sub-Program:

Office of Administration Use Only
Bill Section No. _____

		Priority Item 4	Priority Item 5	Priority Item 6	Priority Item 7	Priority Item 8	Priority Item 9	Priority Item 10	Priority Item 11	REQUEST FY 1978	GOVERNOR RECOMMENDS
Personal Service	General Revenue										
	Federal										
	Other (Specify)										
Total Personal Service											
Equipment Purchase	General Revenue										
	Federal										
	Other (Specify)										
Total Equipment Purchase											
Operation	General Revenue										
	Federal										
	Other (Specify)										
Total Operation											
GRAND TOTAL											
Fund Source	General Revenue										
	Federal										
	Other (Specify)										
No. Employees FTE											

GOVERNOR RECOMMENDS

Personal Service	General Revenue								
	Federal								
	Other (Specify)								
Total Personal Service									
Equipment Purchase	General Revenue								
	Federal								
	Other (Specify)								
Total Equipment Purchase									
Operation	General Revenue								
	Federal								
	Other (Specify)								
Total Operation									
GRAND TOTAL									
	General Revenue								
22	Federal								
	Other (Specify)								
No. Employees FTE									

INSTRUCTIONS FOR PREPARATION OF PERSONAL SERVICE DETAIL - FORM 6

1. Positions by job classification title: Each position will be listed by job title and total of such positions in each pay bracket, without regard to the funding source. Positions will be grouped within each program in the following order:

    a. Minimum Personal Service budget FY 1978: This category includes all full- and part-time existing positions shown in the June rate 1977 column. The minimum budget will not include requests to fund positions for FY 1978 out of general revenue which were paid from federal or other funds during FY 1977. Positions being transferred from other funds to general revenue must be treated as a request for new positions and grouped into a separate priority item package (s).

    b. New positions - priority item number and name: All requests for new positions should be grouped into priority items and identified by priority item number and name as illustrated on the following completed sample Form 6. The priority item sub-total must be shown by source of fund.

2. Full-time equivalent computation: A full-time equivalent employee (FTE) is one employed a full year at eight hours per day. An employee working less than this amount will be designated by showing the appropriate fractional number (expressed two decimal places) in the "full-time equivalent" column.

3. Annual salary June rate 1976: For existing positions, multiply June salary for each pay scale by twelve or appropriate number of months or fractions thereof. For project employees, enter the total amount paid to each group for the previous year.

4. Planned expenditure FY 1977: Enter the amount anticipated to be spent for each position classification. This amount should in many cases be less than the June rate 1977, due to delayed recruitment.

5. Annual salary June rate 1977: Enter the amount required to continue the position at the 1977 June rate. The total for the June rate may not exceed the FY 1977 appropriation for Personal Service, except for emergencies approved by the Division of Budget and Planning. The total for the June rate 1977 will be known as the "minimum" Personal Services budget for FY 1978.

6. Request FY 1978:

    a Cost of living increase: Departments will be notified at a later date of the formula to be used for computing a cost of living increase for FY 1978. The cost of living increase used in the sample completed Form 6 are for illustration only.

    b. One percent merit increase: In addition to the cost of living increase, agencies may include a request for a one percent merit increase to be distributed selectively to individual employees on a merit basis. This merit pay request will be computed on the 1977 June rate for existing positions, less statutory salaries. The requests will be a separate line item entry in the budget request, as illustrated on the following Form 6 sample, and should not be spread by position.

Codes

Dept.: Department of Natural Resources
Unit: Division of Environmental Quality
Program: Water Quality
Sub-Program: Water Supply

PERSONAL SERVICE DETAIL

FORM 6

Office of Administration Use Only
Bill Section No. _____

POSITIONS BY JOB CLASSIFICATION TITLE	JUNE RATE 1976 FTE	JUNE RATE 1976 AMOUNT	PLANNED EXPENDITURE FY 1977 FTE	PLANNED EXPENDITURE FY 1977 AMOUNT	JUNE RATE 1977 (Minimum Budget FY 1978) FTE	JUNE RATE 1977 (Minimum Budget FY 1978) AMOUNT	REQUEST FY 1978 FTE	REQUEST FY 1978 AMOUNT	GOVERNOR RECOMMENDS FY 1978 FTE	GOVERNOR RECOMMENDS FY 1978 AMOUNT
Director	1	$ 17,568	1	$ 18,622	1	$ 18,622	1	$ 19,421		$
Sanitary Engineer IV	2	28,368	2	30,070	2	30,070	2	31,452		
Sanitary Engineer III	6	76,956	6	81,573	6	81,573	6	85,460		
Sanitary Engineer II	11	105,924	11	112,279	11	112,279	11	118,287		
Sanitarian IV	1	14,520	1	15,391	1	15,391	1	16,093		
Clerk Steno II	3	17,784	3	18,851	3	18,851	3	20,137		
Clerk Typist II	2	11,196	2	11,868	2	11,868	2	12,704		
Sub-Total Existing Positions	26	272,316	26	288,654	26	288,654	26	303,554		
From General Revenue		(172,316)		(188,654)		(188,654)		(203,554)		
From Federal Funds		(100,000)		(100,000)		(100,000)		(100,000)		
Merit Increase (1 percent)								2,886		
From General Revenue								(2,886)		
Priority Item 1: Training Program										
Water Works Training Supervisor							1	16,093		
Total Priority								(16,093)		
General Revenue										
Priority Item 2: Hazardous Trace Substance Detection										
Chemist							1	20,000		
Total Priority								(20,000)		
General Revenue										
GRAND TOTAL:	26	272,316	26	288,654	26	288,654	28	342,533		
From General Revenue		(172,316)		(188,654)		(188,654)		(242,533)		
From Federal Funds		(100,000)		(100,000)		(100,000)		(100,000)		

INSTRUCTIONS FOR COMPLETION OF EQUIPMENT PURCHASE AND REPAIR - FORM 7

Form 7 will be used by agencies to list items of equipment the agency wishes to purchase or repair.

1. Include only those items applicable to an individual program on each form.

2. Group and show sub-totals for those items involving (1) minimum budget for FY 1978: The minimum budget will consist of those items of equipment essential to continue the FY 1977 level of service for FY 1978. Costs listed in this category will generally be for equipment requiring repair or replacement. (2) priority items: Equipment needed to support a priority item request will be grouped and sub-totaled by priority item.

3. Expenditure FY 1976, Planned Expenditure 1977: Enter only the program total which must not exceed appropriations.

4. FY 1978 Request: In the "Request" column enter the amounts requested for individual item or items. Do not denote brand names.

5. Quantity: In "Quantity" columns, enter the number of each item requested for the fiscal year.

6. Equipment Price and Replacement Standards: Note Appendix I, "Equipment Price and Replacement Standards" covering prices and replacement age for automotive equipment and office furnishings and equipment. Requests must be individually justified for equipment priced higher than listed, and for replacements prior to listed age.

7. Replacement Age: For major items to be replaced, indicate age in request year, listing separately for each year, showing quantity for each age. Example: Typewriters (2-11 yrs., 2-10 yrs., 3-9 yrs.)

8. Estimates for Minor Items: A lump sum estimate for emergency and minor items may be included, but such estimates should be in line with operating experience. Items less than one-hundred dollars may be grouped under appropriate miscellaneous headings.

9. Sample of completed form follows.

Codes

Dept.:	Department of Natural Resources
Unit:	Division of Environmental Quality
Program:	Water Quality
Sub-Program:	Water Supply

EQUIPMENT PURCHASE AND REPAIR

FORM 7

Office of Administration Use Only
Bill Section No. _____

EQUIPMENT ITEMS	EXPENDITURE FY 1976	PLANNED EXPENDITURE FY 1977	FY 1978 REQUEST		GOVERNOR RECOMMENDS	
			QUANTITY	AMOUNT	QUANTITY	AMOUNT
Minimum Equipment Purchase and Repair Budget	$ 4,000	$ 4,780		$		$
Automobile - Sedan, 4 door (72,000 miles)			1	3,400		
Water testing equipment				407		
Calculator (8 yrs.)			1	400		
Typewriter, 17" (8 yrs)			1	522		
Field engineering equipment				400		
Sub-Total Minimum Equipment Purchase and Repair Budget				5,129		
From General Revenue				(3,129)		
From Federal Funds				(2,000)		
Priority Item 1 - Training Program						
Executive Desk			1	170		
Executive Chair			1	52		
Side Chair			1	24		
Training and Other Educational Equipment				2,000		
Sub-Total Priority Item 1				2,246		
From General Revenue				(2,246)		
Priority Item 2 - Hazardous Trace Substance Detection						
Automobile - sedan, 4 door			1	3,400		
Laboratory Equipment				5,900		
Total Priority 2				9,300		
From General Revenue				(9,300)		
Grand Total Equipment Purchase and Repair				16,675		
From General Revenue				(14,675)		
From Federal Funds				(2,000)		

INSTRUCTIONS FOR COMPLETION OF OPERATION DETAIL - FORM 8 and 8a

An Operation Detail Form 8 must be completed for each agency program having operation costs. Depending on the complexity of the program structure for a particular agency, Form 8 may also be completed for sub-programs.

1. Operational costs are divided into nine sub-classes which are defined in the Chart of Accounts.

2. Requests for increases in each sub-class of the operation budget for a program will be grouped in the categories of (1) inflationary increase, and (2) priority item requests. Departments will be notified at a later date of the maximum inflationary increase allowable in the appropriate sub-classes; figures used on the sample completed Form 8 are for purposes of illustration only. If more than three priorities are requested for a program, use Form 8a.

3. On a separate sheet briefly explain any shifts between one operation sub-class and another within the minimum budget.

4. Departments may be requested by the Division of Budget and Planning to submit a more detailed breakdown of Operation costs.

5. Agencies may be requested to provide a summary Form 8 consolidating the Operation request for the department or division.

Codes

Dept.:	Department of Natural Resources
Unit:	Division of Environmental Quality
Program:	Water Quality
Sub-Program:	Water Supply

OPERATION DETAIL

FORM 8

Page _____

Office of Administration Use Only
Bill Section No. _____

OPERATION SUB-CLASSES	EXPENDITURE FY 1976	PLANNED EXPENDITURE FY 1977	BASE FY 1978 MINIMUM BUDGET FY 1978	BASE FY 1978 INFLATIONARY INCREASES	Priority Item 1 (Name) Training Program	Priority Item 2 Hazardous Trace Substance Detection	Priority Item 3	REQUEST FY 1978	GOVERNOR RECOMMENDS
Travel and Transportation	16,841	16,238	16,238	1,218	2,000	1,500		20,956	
Office Supplies	1,830	2,010	2,010		50	100		2,160	
Communications	1,535	1,605	1,605		100			1,705	
Data Processing Expense									
Printing and Publication	1,985	2,375	2,375					2,375	
Professional & Technical Services	5,850	6,245	6,245			3,000		9,245	
Building and Ground Expense									
Institutional Expense									
Other Expenses						4,000		4,000	
TOTAL	28,041	28,473	28,473	1,218	2,150	8,600		40,441	
General Revenue	19,085	19,517	19,517	1,218	2,150	8,600		31,485	
Federal	8,956	8,956	8,956					8,956	
Other (Specify)									

GOVERNOR RECOMMENDS

General Revenue						
Federal						
Other (Specify)						
TOTAL						

Codes

	Dept.:
	Unit:
	Program:
	Sub-Program:

OPERATION DETAIL

FORM 8a

Page _____

Office of Administration Use Only
Bill Section No. _____

OPERATION SUB-CLASSES	Priority Item 4 (Name)	Priority Item 5	Priority Item 6	Priority Item 7	Priority Item 8	Priority Item 9	Priority Item 10	REQUEST FY 1978	GOVERNOR RECOMMENDS
Travel and Transportation									
Office Supplies									
Communications									
Data Processing Expense									
Printing and Publication									
Professional & Technical Services									
Building and Ground Expense									
Institutional Expense									
Other Expenses									
TOTAL									
General Revenue									
Federal									
Other (Specify)									

GOVERNOR RECOMMENDS

General Revenue								
Federal								
Other (Specify)								
TOTAL								

INSTRUCTIONS FOR COMPLETION OF GRANTS, REFUNDS OR DISTRIBUTIONS TO INDIVIDUALS, INSTITUTIONS, OR LOCAL GOVERNMENTS - FORM 9

Budget Form 9 is provided for agencies to use in requesting appropriations which do not fall into the object categories of either Personal Service, Equipment Purchase and Repair, or Operation. Requests for Grants, Refunds or Distributions to individuals, institutions, organizations, and local governments will be made on the form. Examples of such grants and distributions are school lunch and school milk distribution, aid to parental schools, aid to dependent children, and purchase of day care services.

Name of Grant - Statutory Authority: Enter the name and cite the statutory authorization for the appropriation.

Source of Fund: Specify the fund from which the appropriation is to be made.

Base Budget FY 1978: The base budget for 1978 will be the 1977 planned expenditure less program savings or reductions, plus requested emergency appropriations which have been approved by the Division of Budget and Planning. If an emergency request is included in the base budget figure, identify by footnote the amount of the base represented by the emergency request.

Priority Items: If the department director feels that the FY 1978 base budget will be inadequate to meet the needs identified in the narrative additional funding to meet the more important of these needs may be requested. Because of the state's financial limitations, directors should present funding alternatives by dividing requests for increases into priority items. The specific needs necessitating each priority item and the benefits expected to result should be identified in the narrative.

Narrative Information:

I. Objective(s): State the problems or needs justifying the existence of the appropriation. Describe the purposes or objectives of the requested appropriation in terms of those needs, and explain briefly how it will be used to meet those needs.

II. 1. Base Budget-Measures of Benefit/Cost Explanation: 2. Priority Items-Measures of Benefit/Cost Explanation: For the base budget and each individual priority item, identify the expected benefits. Give historical data if available. Explain why the expenditures listed in the base budget and in each priority item are necessary to produce the projected level of benefits.

NOTE: Provide a copy of the mathematical calculations used by the agency to determine the amount of the request. If necessary, use additional sheets to provide complete mathematical illustrations.

GRANTS, REFUNDS OR DISTRIBUTIONS

FORM 9

Office of Administration Use Only
Bill Section No. _____

Department	Unit	Submitted by (Name and Title)
SOCIAL SERVICES	Division of Family Services	

Name of Grant, Refund or Distribution	Statutory Authority
Purchase of Day Care	Section 208.042 RSMo Supp. 1975

SOURCE OF FUND:	EXPENDITURE FY 1976	PLANNED EXPENDITURE FY 1977	BASE BUDGET FY 1978	PRIORITY ITEM 1	PRIORITY ITEM 2	PRIORITY ITEM 3	REQUEST FY 1978	GOVERNOR RECOMMENDS
General Revenue	738,298	1,306,841	1,306,841	18,409			1,325,250	
Federal	2,883,400	4,575,004	4,575,004	912,746			5,487,750	
Other (Specify)								
TOTAL	3,621,698	5,881,845	5,881,845	931,155			6,813,000	

I. Objectives(s):

In families receiving Aid to Dependent Children, the mother's need to care for children often makes employment impractical, and thus reduces the family's capability for self sufficiency. Federal legislation effective July 1, 1968 provided for joint state-federal funding of the purchase of day care for children of mothers enrolled in the Work Incentive Program and for children of other ADC mothers. The objective of this program is to secure quality day care for children who would otherwise require care by their mothers, enabling the mothers to maintain gainful employment. Day care is purchased only from state licensed or approved facilities.

II. 1. Base Budget – Measure of Benefit/Cost Explanation:
2. Priority Items – Measures of Benefit/Cost Explanation:

1. Base budget:

	FY 1975	FY 1976	(Est.) FY 1977	Base Budget FY 1978
Average number of children receiving day care per month	4,045	5,779	7,184	7,184
Mothers enabled to work or remain in training	1,618	2,312	2,874	2,874

At current rates, the cost of providing day care is $60 per month per child to children of mothers in the WIN program, and $75 per month per child to children of mothers not in the WIN program. It is estimated that one mother is maintained in employment or training for about every 2.5 children provided day care.

2. Priority Items:

Additional children provided day care monthly in FY 1978 -- 1,086
Additional mothers enabled to work or remain in training -- 434
While cost levels are expected to remain the same in FY 1978, the number of children of WIN mothers requiring day care is expected to remain at the June rate of 3,500 per month, and the number of children of non-WIN mothers needing day care is expected to increase about 1.65% per month. This will result in a monthly average of 8,270 children, or 1,086 over what is provided for in the base budget. An average of 434 ADC mothers would benefit from provision of day care to these additional children.

Cost calculation for request:
WIN day care - 3,500 children/month X $60 X 12 months = $2,620,000; at 90% federal match: $252,000 general revenue, $2,268,000 federal funds

Non-WIN day care - Average 4,770/month X $75 X 12 months = $4,293,000; at 75% federal match: $1,073,250 general revenue, $3,219,750 federal funds

Total: $1,325,250 general revenue
5,487,750 federal funds
$6,813,000

INSTRUCTIONS FOR COMPLETION OF FEDERAL ASSISTANCE DETAIL - FORM 10

The purpose of the Federal Assistance Detail, Form 10, is to provide information concerning the involvement of state agencies in federal programs. Federal assistance should be identified by providing the 1976 OMB Catalog of Federal Domestic Assistance program title, catalog number, and program description. Agencies not having the OMB Catalog may purchase one from the Superintendent of Documents, U. S. Government Printing Office, or refer to copies at the Office of Administration.

1. OMB Catalog Title: Agencies are requested to include both the program title and the popular name of the program as shown in the OMB Catalog.

2. OMB Catalog Number: This is the five digit number that identifies each program.

3. Description of Program: Enter a brief description and statement of purpose of the program. Indicate in the program description the amount of federal funds to be used for operating the agency (Personal Service, Equipment Purchase and Repair, or Operation) and the amount to be used for grants or pass-through.

4. Description of Matching Requirements: If receipt of federal funds by Missouri is contingent on state or local matching funds, the specific matching requirements should be described.

5. Name of Federal Granting Agency: Provide the name of the federal agencies providing the assistance program.

6. Name of State Granting Agency: If federal funds are first channeled through another state agency, the name of that state agency should be given.

7. State Plan Required: If the federal government requires preparation of a state plan as a condition for the grant award, the state agency will so indicate by checking the "yes" box. Indicate the date by which the plan must be filed.

8. Receipts: Indicate both the balance brought forward from prior years as well as the current fiscal year federal receipts.

9. Expenditures: Indicate total federal expenditures for each fiscal year.

10. State Match, Local Match: Complete these blanks only when a specific amount of state or local funds must be expended in order to match the federal program.

Department: OFFICE OF ADMINISTRATION

FEDERAL ASSISTANCE DETAIL
Receipts and Expenditures

Form 10

Office of Administration Use Only
Bill Section No. _____

OMB Catalog Title: Intergovernmental Personnel Grants	Name of Federal Granting Agency: Civil Service Commission	RECEIPTS	FY 1977	FY 1978
	Name of State Granting Agency: Department of Consumer Affairs, Regulation and Licensing	Balance Brought Forward:	$ 20,000	$ 10,000
OMB Catalog Number: 27012	State Plan Required: Yes x No ____ Date: 7/1/76	Current Receipts:	80,000	85,000
		TOTAL	100,000	95,000
Description of Program: The program assists state and local governments and Indian tribal governments in strengthening their central management capabilities through programs to improve personnel systems, and to train professional, administrative and technical employees and officials. Grants are available for personnel administrative improvements, training of certain employees, and government service fellowships or any combination of these. Fifty thousand dollars of the available federal funds will be used for state agency operating costs; the remaining $45,000 will be distributed to local governments.		EXPENDITURES Federal	90,000	95,000
		State Match	120,000	100,000
		Local Match		
Description of Matching Requirements: The grant may pay for up to 50 percent of program costs.				

OMB Catalog Title:	Name of Federal Granting Agency:	RECEIPTS	FY 1977	FY 1978
	Name of State Granting Agency:	Balance Brought Forward:	$	$
OMB Catalog Number:	State Plan Required: Yes ____ No ____ Date:	Current Receipts:		
		TOTAL		
Description of Program:		EXPENDITURES Federal		
		State Match		
		Local Match		
Description of Matching Requirements:				

FUND RECEIPTS AND DISBURSEMENTS SUMMARY
FORM 11

Form 11 is used to itemize actual and estimated receipts and disbursements for segregated funds as well as receipts from various sources which are collected and deposited by the agency directly into the state general revenues.

Agencies having the following types of funds will complete the form:

1. Segregated Funds: Segregated funds are those funds collected by an agency and deposited with the State Treasurer in a special fund which then become available for appropriation and expenditure by the agency. Parts I and II of the form must be completed for segregated funds.

2. State General Revenue Fund: Part I of Form 11 must be completed for all agencies having funds listed in the Annual Report of the Department of Revenue "Receipts into the State Revenue Fund" table.

3. Receipts (Part I):
   a . Cash Balance June 1: Enter the actual cash balance in the account as of July 1.
   b . Receipt Sources: Enter appropriate titles for major sources of revenue as cited in the sample form.
   c . Total Revenue Available: The cash balance July 1 plus the receipt source entries equal the Total Revenue Available.

4. Disbursements (Part II):
   a. Total Expenditures July 1 - June 30: Enter the total expenditure from the fund for the fiscal year.
   b. Total Disbursements for Obligations Previous Fiscal Year: Enter the amount necessary to pay obligations of the previous fiscal year.
   c. Transfers: OASDHI, State Retirement, Other: Enter transfers from the fund for these agency expenditures.
   d. Disbursement Total: The Disbursement Total equals the total agency expenditures plus the transfers total.
   e. Cash Balance June 30: Subtract disbursement total from total revenue available to determine cash balance June 30.

FUND RECEIPTS AND DISBURSEMENT SUMMARY

Form 11

Office of Administration Use Only
Bill Section No. _____

Fund:	Department:	Unit:
State Board of Accountancy	Consumer Affairs, Regulations & Licensing	Division of Professional Registration

RECEIPTS (Part I)	Actual FY 1976	Actual FY 1977	Estimated FY 1978	Estimated FY 1979
Fund Cash Balance July 1	44,865	78,615	46,100	96,000
Receipt Sources:				
Annual Permits	73,500	81,900	91,700	100,000
Examination	21,000	23,400	26,200	28,700
Reciprocity	7,350	8,190	9,170	10,010
Certificate Engrossing	3,150	3,510	3,930	4,290
TOTAL REVENUE AVAILABLE	149,865	195,615	177,100	239,000
DISBURSEMENTS (Part II)				
Total Fund Expenditure July 1-June 30	64,850	69,500	74,700	79,500
Total Fund Disbursement for Obligations Previous Fiscal Year	5,000	5,000	5,000	5,000
Transfers: OASDHI	1,000	1,000	1,000	1,000
STATE RETIREMENT AND INSURANCE	400	400	400	400
LAPSE TO GENERAL REVENUE		73,615		91,000
OTHER:				
DISBURSEMENT TOTAL	71,250	149,515	81,100	176,900
CASH BALANCE JUNE 30	78,615	46,100	96,000	62,100

PROCEDURES FOR REQUESTING EMERGENCY OR SUPPLEMENTAL APPROPRIATIONS - FORM 12

1. When an agency first realizes a need for emergency or supplemental funds for FY 1977 it should immediately contact the Division of Budget and Planning by submitting a Form 12. Form 12 serves as a summary form for the emergency request. The request should be further detailed on the appropriate Personal Service, Equipment Purchase and Repair, Operation, or Grants, Refunds and Distributions budget forms. Agencies may either use the forms issued for FY 1977, or change dates on the FY 1978 forms.

2. Justification Narrative: Since supplemental or emergency appropriations are due to unusual circumstances, the justification narrative must show detailed evidence of need. If the request is made to implement new legislation a detailed explanation of the cost requirements of the legislation must be provided. A copy of the legislation should accompany the request.

3. A sample of a completed form is on the following page.

EMERGENCY OR SUPPLEMENTAL APPROPRIATION REQUEST

FORM 12

Office of Administration Use Only
Bill Section No. _____

DEPARTMENT	SUBMITTED BY (NAME AND TITLE)
Department of Labor and Industrial Relations	John Doe, Director

APPROPRIATED UNIT

Inspection Section

THE FOLLOWING AMOUNTS ARE REQUESTED FOR THE BALANCE OF THE FISCAL YEAR ENDING JUNE 30, 1977

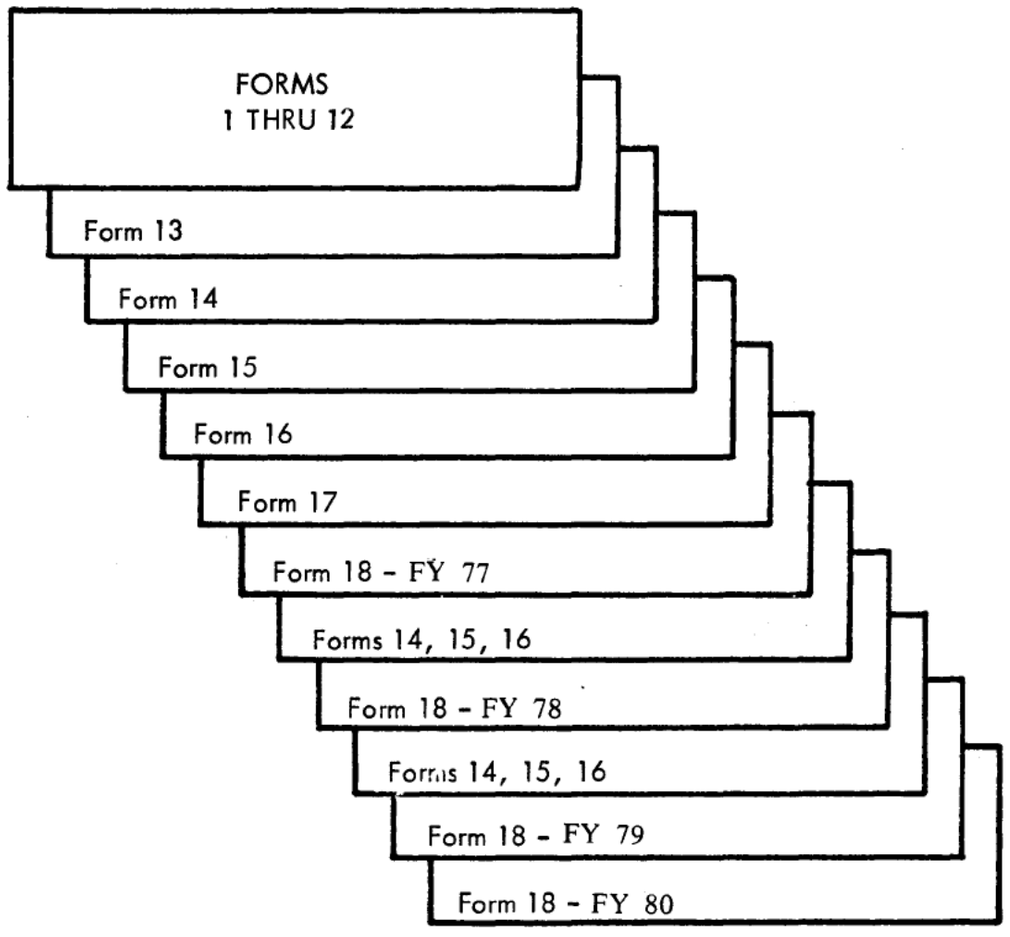
SOURCE: General Revenue FUND

OBJECTS OF EXPENDITURE	GOVERNOR'S ORIGINAL RECOMMENDATION	ORIGINAL APPROPRIATION	ADDITIONAL REQUESTS	GOVERNOR RECOMMENDS
PERSONAL SERVICE (Attach Form 6)			18,499	
EQUIPMENT PURCHASE AND REPAIR (Attach Form 7)			23,325	
OPERATION (Attach Form 8)			8,500	
GRANTS, REFUNDS OR DISTRIBUTIONS (Attach Form 9)				
TOTAL			50,324	

JUSTIFICATION: House Bill No. 54, 78th General Assembly, established _____ Inspection Section. No money was appropriated. Since the most active inspection period for this activity is March to June, an appropriation is sought to prevent delay of one year. _____ firms are covered by the law; _____ inspections will be made annually, including _____ from March to June. (See the attached personal service, equipment and operation forms for cost detail).

ORGANIZATION FOR CAPITAL IMPROVEMENTS

Budget forms and documentation for the agency request should be submitted in the order illustrated below:



CAPITAL IMPROVEMENTS

General Instructions

Capital Improvement budget requests are to be submitted concurrently with the operating budget. Background data, including justification, project scope, budget, etc., shall be submitted for each line item request, except those items identified on Form 14 - Physical Plant Improvements, which can, with a brief descriptive narrative, be combined in amounts not to exceed $100,000.* Budgetary, program and priority analysis will be made by the Office of Administration upon receipt of these requests.

The following forms and instructions for fiscal year 1978 Capital Improvement requests are enclosed:

Form 13 - Fiscal Year 78 Capital Improvement Request Summary
Form 14 - Physical Plant Improvements
Form 15 - Additions, Renovations and Rehabilitation - Existing Structure
Form 16 - New Structures - Land Acquisition
Form 17 - Five Year Facility Summary
Form 18 - Five Year Facility Plan - Yearly Summary

All agencies should prepare not less than six (6) copies of each form, along with the necessary attachments. The original and two copies are to be submitted to the Division of Budget and Planning, Office of Administration; two (2) copies are to be submitted to the Division of Design and Construction, Office of Administration; and one (1) copy is to be retained by the preparing agency. All submissions must be made through the responsible department director.

* See Budget Form 14 instructions for complete information.

CAPITAL IMPROVEMENT CURRENT REQUEST SUMMARY - FORM 13

GENERAL:

Form 13 is a summary of the fiscal year 78 capital requests. All information for this form will be secured from budget forms 14, 15 and 16.

1. Facility Title: Define the institution and the work to be accomplished listing line items by priority per each budget form.

2. Priority Number: The agency shall rank the line items according to priority with No. 1 being the highest.

3. Prior Appropriation: List all prior appropriations for each line item request.

4. Operating Impact: Do not include ..... OFFICE OF ADMINISTRATION USE ONLY.

5. Future Requests: List all known future costs for each line item request (i.e., phased projects, on-going maintenance programs, etc.)

CURRENT CAPITAL IMPROVEMENTS REQUEST SUMMARY

FORM 13

Office of Administration Use Only
Bill Section No. _____
Received _____ Revised _____

Department	Division/Unit	Submitted by (Name and Title)
XYZ	"A"	John Doe, Director

Facility Title	Priority Number	Prior Appropriation	FY 1978 Request	Governor Recommends	Operating Impact	Future Capital Request
ITEM I						
Physical Plant Improvements						
A. Utility Systems - Safety Programs	1	$100,000	$99,120			$ 75,000
B. Safety Programs - Maintenance/Repair	3		80,080			
ITEM II						
Additions, Renovations and Rehabilitation - Existing Structures						
A. Addition to Acute Hospital	2	20,000	677,600			
ITEM III						
New Structures - Land Acquisition						
A. Geriatrics Building	4	40,000	1,565,760			974,000
TOTAL		$160,000	$2,422,560			$1,049,000

GENERAL INSTRUCTIONS FOR COMPLETION OF CAPITAL IMPROVEMENT FORMS - FORMS 14, 15, and 16

1. Coordinating Officer: Designate an individual who has a working knowledge of the request.

2. Facility Title: Designate the purpose and location of the work requested. (i.e. men's gymnasium renovation, University of Missouri - Columbia; Electrical renovation - Biggs Building - Fulton, etc.) Note: In budget form 14, Physical Plant Improvements, when categories of work are combined it will be necessary to attach additional sheets to provide required information.

3. Priority Number: Rank requests by number with No. 1 being the highest.

4. Facility Costs:
   a. Prior Appropriation: Include any prior appropriation directly related to each priority request. (i.e. planning funds, phased projects, etc.) Note: Breakdowns are required on combined requests, on budget form 14.

   b. Future Requests: Include any anticipated future requests (see five year plan) directly related to each priority request. (i.e. on-going programs, phased programs, etc.)

5. First Full Year Impact on Operating Budget: A major emphasis will be placed on this section and all detailed back-up information should be incorporated with budget data at time of submittal. It should be noted that only operating costs above/below present levels should be shown rather than total costs for on-going programs. First full year shall begin the month of estimated occupancy. For example, a facility anticipated to be occupied in May of 1979 would estimate costs for the period May 1979 to May 1980. The additional costs of new or significantly expanded programs that will become a portion of the operating budget of an agency as a result of the new facility should also be included in these columns.

6. Request by Fund: The agency is requested to include here their suggestions as to source of funding. Further, identify via footnote source of funds listed under heading "OTHER". Note: The initials O.A. on forms 14, 15, and 16 refer to the Office of Administration.

PHYSICAL PLANT IMPROVEMENTS - BUDGET FORM 14

GENERAL:

Requested items in this category are to include but not be limited to general repairs, continuing, deferred or preventive maintenance, emergency repairs, replacement of small equipment items, phased replacement of outdated systems, etc. In no case shall a single item requested for this category exceed $100,000. Single items in excess of $100,000 should appear on budget form 15.

However, agencies may combine related line item requests which shall not exceed $100,000 per priority. Further, it is understandable that the agency's requests could exceed $100,000 for priority No. 1. Therefore, it is requested that while keeping the priority limits to $100,000, agencies may assign sub-numbers under priority No. 1, (i.e. 1A, 1B, etc.) which could total $100,000 each. Each priority will require a separate form 14.

1. Description of Work and Location: Describe in reasonable detail the scope and location of work to be performed, including cost estimates.

2. Current Physical Plant Value: Estimate current actual value of existing total physical plant. Do not include land value or replacement costs of facilities.

3. Facility Costs:

   Object:

   a. Utility Systems: Shall be general or institution-wide systems rather than individual in-house building systems and shall include sanitary sewers, storm sewers, water supply, electrical distribution, steam distribution, etc.

   b. Safety Programs: Generally shall include warning systems, extinguishing systems, fire escapes, security fencing, emergency lighting systems, etc.

   c. Replacements: Generally shall include small items required to insure integrity of a facility. It is understood that large multiples of such small items (doors, windows, etc.) could in aggregate total exceed $100,000. In these instances the agency must specify sub-priorities (i.e. 2, 2A, 2B, etc.).

d. Maintenance/Repair: Roof repairs, tuckpointing, etc.

e. Land Improvement: Generally shall include landscaping, roads, walks, retaining walls, etc.

f. Furnishings/Equipment: Generally may include carpeting, drapes, etc. and built-in or fixed equipment items. Furnishings shall be limited to a minimum of $2,500 per individual item.
Note: This category does not include movable equipment.

g. Technical Services: Shall include professional fees, administrative cost, and contingencies, and shall be computed on the basis of 12% of the total request.

PHYSICAL PLANT IMPROVEMENTS
FORM 14

Office of Administration Use Only
Bill Section No. _____

Department	Division/Unit	Coordinating Officer	
XYZ Department	Division "A"	Name John Smith	Telephone No. 314-751-4175
Title		Priority Number: 1	Submitted By: John Doe, Director

Description of Work and Location

Utility Systems: Amount requested is to replace approximately 3 lineal feet of the institution's underground low pressure steam distribution system - plot plan attached illustrating lines to be replaced. Prior appropriation replaced main trunk line and a future request will be necessary to complete all underground feeder lines. $24,000

Safety Programs:

a. Install smoke detection system at Receiving and Warehouse Building which contains 50,000 square feet $30,000

b. Install one fire escape on the Acute Hospital as recommended by State Fire Marshal 18,000

Total-Safety Programs $48,000

(See Attached Sheet)

INSTITUTION WIDE INFORMATION

Current physical plant value	$ 10,000,000
Expenditures for physical plant improvements (prior five (5) fiscal years)	$ 450,000
Indicate amount of funds requested on any facility anticipated to undergo major renovation, rehabilitation, demolition and/or replacement within the next five (5) years.	$ -0-

FACILITY COSTS

Object	Prior Appropriation	FY 78 Request	Future Request	Governor Recommends
Utility Systems	$100,000	$24,000	$75,000	
Safety Programs		48,000		
Replacements		16,500		
Maintenance/Repair				
Land Improvement				
Furnishings and Equipment				
Technical Services		10,620		
Total		$ 99,120		

FIRST FULL YEAR IMPACT ON OPERATING BUDGET

	Planned Expenditure	O. A. Use
Personal Service		
Equipment Purchase and Repair		
Operation		
Total		

REQUEST BY FUND	
General Revenue	
Revenue Sharing	$99,120
Federal	
Other*	
Total	$99,120

O. A. Use
Received
Revised

*Identify Source

Form 14 - Description of Work and Location (Continued)

Replacements:

a. Roof Replacements		
1. Cold Storage Building		
40 squares @ $75	$ 3,000	
2. Main Kitchen		
75 squares @ $75	5,625	
500 lineal feet of parapet wall @ $3	1,500	
Sub-total Roof Replacements		$10,125
b. Window Replacements		
1. Warehouse		
10 windows @ $300	3,000	
2. Building Y		
9 windows @ $375	3,375	
Sub-total Window Replacements		6,375
TOTAL - Replacements		$16,500

PHYSICAL PLANT IMPROVEMENTS
FORM 14

Office of Administration Use Only
Bill Section No. _____

Department	Division/Unit	Coordinating Officer	
XYZ Department	Division "A"	Name John Smith	Telephone No. 314-751-4175
Title		Priority Number: 3	Submitted By: John Doe, Director

Description of Work and Location

Safety Programs: Install emergency lighting system in Patient Housing Building (Building Y) — $16,000

Maintenance/Repair

a. Seal coat 10,000 square feet of roads (Plot Plan attached)	$1,500	
b. Tuckpoint Building A (60,000 sq. ft. @ $.90)	54,000	
TOTAL - Maintenance/Repair		$55,500

INSTITUTION WIDE INFORMATION

Current physical plant value	$
Expenditures for physical plant improvements (prior five (5) fiscal years)	$
Indicate amount of funds requested on any facility anticipated to undergo major renovation, rehabilitation, demolition and/or replacement within the next five (5) years.	$

FACILITY COSTS

Object	Prior Appropriation	FY 78 Request	Future Request	Governor Recommends
Utility Systems				
Safety Programs		$16,000		
Replacements				
Maintenance/Repair		55,500		
Land Improvement				
Furnishings and Equipment				
Technical Services		8,580		
Total		$80,080		

FIRST FULL YEAR IMPACT ON OPERATING BUDGET

	Planned Expenditure	O. A. Use
Personal Service		
Equipment Purchase and Repair		
Operation		
Total		

REQUEST BY FUND	
General Revenue	
Revenue Sharing	$80,080
Federal	
Other*	
Total	$80,080

O. A. Use
Received
Revised

*Identify Source

ADDITIONS, RENOVATIONS, AND REHABILITATION - EXISTING STRUCTURES - BUDGET FORM 15

GENERAL:

This form differs from Budget Form 14, primarily in scope of work. Individual items on this form should be a minimum of $100,000 with each item clearly defined on a completed Form 15. All agencies are cautioned to define carefully items appearing on Budget Forms 14 and 15 to prevent duplication and to allow for the impact of the five year facility plan (See Budget Form 17 and 18). For example, if all agencies include the majority of their requests in the next two (2) fiscal years, and if these requests are not fully funded, it will be necessary to assign top priorities in future years to projects not funded in the current year.

1. Description of Work and Location: Describe in complete detail the scope and location of work to be performed, including cost estimates. Program detail for all work in this category, except utility revisions, shall include, but not be limited to: gross and net square feet involved, original building function, new building function if applicable, number of current occupants, number of projected occupants, all occupant functions, number of public contacts per year if applicable, involvement with federally financed functions if applicable, amount of research space involved if applicable, statement of social impact on community, list of all major fixed equipment, amount of funds required for new movable equipment, and a brief description of the program, function or operation to be housed in this facility.

2. Building Data: Indicate the original date of construction, the current total of gross square feet, and the original function of the building.

3. Major Improvements...Construction: Identify here all major improvements in excess of $15,000 for this facility, with the exception of maintenance items, i.e. roof repair, tuckpointing, minor utility work, etc.

4. Facility Costs:
   a. Land Improvements: Generally shall include major road work, site development, parking lots, entry roads, etc.

   b. Utility Revisions: Generally shall include major revisions to existing utility systems.

   c. Major Fixed Equipment: Includes a complete list of all major fixed equipment with the exception of built-in general use furniture (i.e. reception counters, storage cabinets, etc.). Include such items as physical therapy equipment, dental chairs, operating tables, X-ray units, etc.

   d. Technical Services: Shall include professional fees, administrative costs and contingencies and shall be computed on the basis of 12% of the total request.

   e. Movable Equipment: Include a lump sum for movable equipment and define in the narrative the amount for furniture, technical equipment, and miscellaneous.

ADDITIONS, RENOVATIONS AND REHABILITATION – EXISTING STRUCTURES
FORM 15

Office of Administration Use Only
Bill Section No. _____

Department	Division	Coordinating Officer
XYZ Department	Division "A"	Name Mrs. Jane Brown, M. D. Telephone No.314-751-4175

Facility Title	Priority Number	Submitted By:
Addition to Acute Hospital	2	John Doe, Director

Description of Work and Location

Requested funds would provide for a 20,000 square foot building addition and necessary support facilities to accommodate increased demands placed upon this unit. Patient loads have increased by 4% per year since 1969, thus reducing services afforded to general patient population. Federal matching funds are now available for this project. The following list illustrates the building functions that will be increased or added as a result of this addition:

a. Twenty patient beds (semi-private rooms)
(See attached sheet)

BUILDING DATA

Date Constructed	1959
Number of Gross Square Feet	140,000
Original Building Function	Acute Hospital

MAJOR IMPROVEMENTS SINCE DATE OF CONSTRUCTION

Year	Improvements	Cost
1964	Air Conditioning	$110,000
1966	Installed central oxygen system	30,000
1970	X-ray equipment	75,000
1971	Enlarged pathology laboratory	40,000

FACILITY COSTS

Object	Prior Appropriation	FY 78 Request	Future Request	Governor Recommends
Land Improvements		30,000		
Utility Revisions		140,000		
Building Renovation		15,000		
Building Construction		350,000		
Major Fixed Equipment		60,000		
Technical Services	20,000	72,600		
Movable Equipment		10,000		
Total	20,000	677,600		

FIRST YEAR IMPACT ON OPERATING BUDGET

	Planned Expenditure	O. A. Use
Personal Service	130,000	
Equipment Purchase and Repair	20,000	
Operations	23,000	
Total	173,000	

REQUESTS BY FUNDS	
General Revenue	338,800
Revenue Sharing	
Federal	338,800
Other*	
Total	677,600

O. A. Use
Received
Revised

*Identify Source

Form 15 - Description of Work and Location (Continued)

b. Increase out-patient services and support facilities to accommodate 200 visits per day.
c. Add dental care facility to accommodate patient load of 1,500. This service is now contracted for on a consultant basis.
d. Increase laboratory facilities by 2,000 square feet and add pathology laboratory which is a new service for this facility.

Attached list illustrates major fixed equipment that will be required to complete this facility on functional basis. An amount has been added for a new parking lot and entry road to accommodate the expanded out-patient service which will draw approximately 250 public contacts per day.

Utility revisions will be required to existing facilities to accommodate building expansion. This data and all other cost estimates were supplied by a prior appropriation for planning funds to develop schematic plans for this facility.

NEW STRUCTURES - LAND ACQUISITION - BUDGET FORM 16

GENERAL:

This form is for new structures and land acquisition only. Each request must be accompanied by a completed Form 16 as well as a complete program narrative.

1. Program Facility Needs: Requests should be documented in terms of the operational programs that they will support. At a minimum, requests should answer the following questions:

   (a) What are the specific operational programs which will benefit from this request?

   (b) What program needs will be addressed by this project? How will it meet these needs?

   (c) What impact will the project have on the achievement of program objectives?

   References should be made to additional information in the agency's operating budget which would help document the need for this request.

2. Project Description: For the purposes of establishing a comprehensive architectural program, a detailed description of the project should be provided. This description should include but not be limited to: Gross and net square footage requested, function of the facility, function and number of all occupants, list of on-hand full-time equivalent employees to be relocated to new facility, number of public contacts per year, amount of research space involved if applicable, involvement of federal funds if applicable, list of all existing fixed equipment to be utilized, list of new fixed equipment, identify all special purpose spaces including size, function and special requirements if any, include itemized list of movable equipment required, indicate if this facility could be considered as a "phased" construction project (i.e. phase I $2,000,000; phase II, $3,000,000), and finally identify as a percentage of the total gross square footage the requested expansion space to be built into the project.

3. Facility Costs:
   (a) Land Acquisition: Include a legal description of land and two appraisals of land value.

   (b) Land Improvements: Generally shall include major road work, site development, parking lots, entry roads, etc.

   (c) Utility Extension: Include the amount estimated to extend all utilities to within five (5) feet of the building line.

   (d) Technical Services: Shall include professional fees, administrative costs and contingencies and shall be computed on the basis of 12% of the total request.

NEW STRUCTURES – LAND ACQUISITIONS
FORM 16

Office of Administration Use Only
Bill Section No. _____

Department	Division	Coordinating Officer		Existing Buildings Replaced? Yes X No
Public Safety	Highway Patrol	Name: Captain John Smith	Telephone No. 314-751-0000	Name: Hayti Laboratory
				Construction Date: 1935
Facility Title		Submitted By:	Priority No.	Existing Building Disposition:
Hayti Regional Crime Laboratory		W. R. Safestreets, Dr.	3	Demolition

Program Facility Needs This building is being requested as part of an effort to increase the effectiveness of the Highway Patrol Enforcement Program. One of the goals of this program is to provide rapid criminal laboratory service to state and local law enforcement agencies to aid in the successful charging and prosecuting of criminal offenders. It currently takes approximately three months for this laboratory to process requests for chemical analyses. This delay makes prosecution more difficult when witnesses become difficult to contact, evidence is lost, etc. Over 20% of cases requiring chemical analysis escape prosecution because of this time lag. However, if this request for a modern lab building is approved, along with Department priority # 1 for additional forensic chemists, then this time delay can be cut in half (one to two months) and fewer than 10% of these cases should elude prosecution.

Project Description
The requested facility will contain 6,000 gross square feet and include 3 general laboratory rooms, 4 rooms to hold special laboratory equipment, offices for each of the 6 forensic chemists, conference rooms and storage areas. Special utility extensions will be required to accommodate laboratory equipment.

FACILITY COSTS

Object	Prior Appropriation	FY 78 Request	Future Request	Governor Recommends
Land Acquistion				
Land Improvement		50,000		
Utility Extensions		60,000		
Building Construction		500,000		
Major Fixed Equipment		50,000		
Technical Services		25,000		
Movable Equipment		75,000		
Total		760,000		

FIRST YEAR IMPACT ON OPERATING BUDGET

	Planned Expenditure	O. A. Use
Personal Service	210,000	
Equipment Purchase and Repair	68,000	
Operations	25,000	
Total	303,000	

REQUEST BY FUNDS	
General Revenue	
Revenue Sharing	
Federal (LEAA)	760,000
Other*	
Total	760,000

O. A. USE
Received
Revised

* Identify Source

FIVE YEAR FACILITY PLAN SUMMARY - FORM 17

GENERAL:

Form 17 is a summary of each agency's five year plan for new facilities as well as a plan for the operational impact of these facilities on future budgets. Operational impact figures are to be calculated on the first full year of operation. For example, a facility anticipated to be occupied in May of 1979 would estimate costs for the period May 1979 to May 1980.

1. Priority Number: Indicate the number shown on Form 18 for reference.

2. Construction/Operating, Fiscal Year 1978: Indicate totals per line item for budget forms 14, 15, and 16 as they appear on budget form 13.

3. Construction (Fiscal Years 1979 - 82): Indicate totals per line item from budget form 18.

4. Operating (Fiscal Years 1979 - 82): Indicate the total operating costs related to the construction of new facilities. Such cost items as maintenance and utilities should be included for all new facilities. The additional costs of new or significantly expanded programs that will become a portion of the operating budget of an agency as a result of the new facility should also be included in these columns. For example, a new acute hospital at a mental health institution should include the cost of the new medical programs that are planned for the facility.

Department
XYZ Department
Division
Division "A"

FIVE YEAR FACILITY PLAN SUMMARY

FORM 17

Office of Administration Use Only
Bill Section No. _____
Received _____ Revised _____

Priority Number	FACILITY TITLE	FY 1978		FY 1979		FY 1980		FY 1981		FY 1982	
		Construction	Operating	Construction	Operating	Construction	Operating	Construction	Operating	Construction	Operating
1	Physical Plant Improvements	179,200									
2	Addition to Acute Hospital	677,600					173,000				
3	Geriatrics Building	1,565,760					265,000				
1	Physical Plant Improvements			75,000							
2	Geriatrics Building			974,400					$63,000		
1	Physical Plant Improvements					90,000					
2	Hill Building					425,000					$20,000
3	Central Receiving Building					1,200,000					15,000
1	Administration Building							$400,000			
1	Physical Plant Improvements									$335,000	
	TOTALS	$2,422,560		$1,049,400		$1,715,000	$438,000	$400,000	$63,000	$335,000	$35,000

FIVE YEAR FACILITY PLAN - YEARLY SUMMARY - FORM 18

1. Prepare one Form 18 for each of the fiscal years 1978 through 1982. A form 18 is not necessary for FY 1977.

2. Requests for fiscal years 1978 and 1979 must be accompanied by applicable forms 14, 15, and 16, as back-up data.

3. Requests for fiscal years 1980, 1981 and 1982 will only require brief descriptions in the columns designated Facility and Descriptions.

Unit	XYZ Department
Division	Division "A"
Coordinating Officer	John Smith

FIVE YEAR FACILITY PLAN
YEARLY SUMMARY

1978
FISCAL YEAR

FORM 18

Office of Administration Use Only
Bill Section No. _____
Received _____ Revised _____

Priority Number	Facility	Description	Estimated Facility Cost	First Year Impact on Operating Budget
1	Plysical Plant Improvements	Replace Steam Distribution System	$ 75,000	
2.	Geriatrics Building	Patient Housing Seventy (70) Bed Capacity	974,400	$63,000

NOTE: Attach applicable backup Forms 14, 15, & 16

Department
XYZ Department
Division
Division "A"
Coordinating Officer
John Brown

FIVE YEAR FACILITY PLAN
YEARLY SUMMARY

1979

FISCAL YEAR

FORM 18

Office of Administration Use Only

Bill Section No. _____

Received _____ Revised _____

Priority Number	Facility	Description	Estimated Facility Cost	First Year Impact on Operating Budget
1	Physical Plant Improvements	Road Resurfacing	$ 90,000	
2	Hill Building	Replace Heating System and Provide for Air Conditioning	425,000	$20,000
3	Central Receiving Building	Consolidate Eleven Storage Facilies into One Central Receiving and Warehouse Building	1,200,000	15,000

60

NOTE: Attach applicable Forms 14, 15, & 16

Department
XYZ Department
Division
Division "A"
Coordinating Officer
John Brown

FIVE YEAR FACILITY PLAN
YEARLY SUMMARY

1980
FISCAL YEAR

FORM 18

Office of Administration Use Only
Bill Section No. _____

Received _____ Revised _____

Priority Number	Facility	Description	Estimated Facility Cost	First Year Impact on Operating Budget
1	Administration Building	Rehabilitation of Administration Building	$400,000	

Department	
	XYZ Department
Division	
	Division "A"
Coordinating Officer	
	John Brown

FIVE YEAR FACILITY PLAN
YEARLY SUMMARY

1981
FISCAL YEAR

FORM 18

Office of Administration Use Only
Bill Section No. _____

Received _____ Revised _____

Priority Number	Facility	Description	Estimated Facility Cost	First Year Impact on Operating Budget
1	Physical Plant Improvements	Replace Roofs on Anderson, Hall and Kline Buildings	$ 80,000	
1a	Physical Plant Improvements	Tuckpoint and Waterproof Main Building	90,000	
1b	Physical Plant Improvements	Replace Windows in Main Building	100,000	
1c	Physical Plant Improvements	Replace Windows in Main Building	65,000	

A P P E N D I X I

COST AND REPLACEMENT SCHEDULE

For use in budget preparation as a cost and replacement schedule of equipment and furnishings

Effective July 1, 1976

A P P E N D I X I

COST AND REPLACEMENT SCHEDULE OF EQUIPMENT AND FURNISHINGS

The price and replacement schedule shown covers those items purchased by agencies throughout the state. Prices indicated are generally those of June 1, 1976. The prices of metal furniture represent an estimate based on the contract price of July 1, 1976 through June 30, 1977. For wooden furniture prices, consult the Division of Corrections, Prison Industries price list.

Prices, unless otherwise designated, assume no allowance for trade-in. Unless prior approval is received from the Division of Purchasing, Office of Administration, all equipment requests should assume that replaced articles will be disposed of through the surplus property system, and no trade-in allowance should be budgeted.

Budgeting of common items will normally be restricted to the prices shown on the following pages. Requests for a special model or a deviation from this list should be fully explained and justified. For those items not listed, or if special or additional features are desired, the agency should ascertain from the Division of Purchasing, Office of Administration, the current price for that article.

SCHEDULE OF EQUIPMENT AND FURNISHINGS

	Replacement Criteria	Price
Motor Vehicles		
Sedan 4-Door		
a. Compact	6 years or 72,000 miles (whichever occurs first)	$3,400
b. Intermediate		3,800
Station Wagon		
Intermediate - 6 passenger	6 years or 72,000 miles (whichever occurs first)	4,000
Trucks		
a. 1/2 Ton	6 years or 72,000 miles	3,500
b. 3/4 Ton	6 years or 72,000 miles	4,000
c. 1 Ton	6 years or 72,000 miles	4,400
d. 1 1/2 Ton	7 years or 84,000 miles	5,000
e. 2 Ton	7 years or 84,000 miles	6,000
f. 2 1/2 Ton	7 years or 84,000 miles	7,500

Note 1. Prices are for basic vehicle with automatic transmission, AM radio and other standard equipment; does not include air conditioning.

Note 2. Agencies requiring additional equipment/options than those specified above must document thoroughly the reasons and justify same.

Note 3. Specifications and optionals in excess of the standard truck specifications must be stated and justified accordingly.

	Replacement Guide	
Air Conditioners		
Room		
6,300 B. T. U./hr.	10 years	$175
10,000 B. T. U./hr.	10 years	220
15,000 B. T. U./hr.	10 years	240
16,500 B. T. U./hr.	10 years	260
18,000 B. T. U./hr.	10 years	265
20,000 B. T. U./hr.	10 years	310
34,000 B. T. U./hr.	10 years	500
Unitary		
75,000 B. T. U./hr.	10 years	1,500
100,000 B. T. U./hr.	10 years	1,800

Office Equipment

Typewriters

Size --		11"	13"	17"
Model				
Electric	8 years	$490	$550	$600
Standard	9 years	250	260	
Portable	7 years	130	140	

Office Furniture, Metal

Refer to State of Missouri Metal Office Furniture Contract.

Office Furniture, Wood

Consult Department of Corrections Prison Industries' price list.